

DEPARTMENT OF HOMELAND SECURITY

Transportation Security Administration (TSA)

Funding Opportunity and Request for Applications under the Intercity Bus Security Grant Program

This is an initial announcement of request for applications under the Intercity Bus Security Program using fiscal year 2004 funds.

TSA Announcement Number 04MLS-057-001

Catalog of Federal Domestic Assistance Number 97.057, Intercity Bus Security Program

The application closing date and time are Wednesday, July 7, 2004, at 4:00 PM Eastern Daylight Saving Time (EDST). See Section 4.c, Submission Date and Time, of this announcement for more detail.

The Intercity Bus Security Grant Program will improve security for intercity bus operators and passengers. Fiscal Year 2004 funding available under this Announcement is \$9,900,000. Awards are expected to have an August, 2004, start date and projects should be completed within 12 months of the effective date of the award. TSA encourages grantees to consider cost sharing of the project costs. Applicants eligible for funding under this Announcement include private operators of over-the-road buses, bus associations, and other associations related to the intercity bus industry.

1. Funding Opportunity Description. An objective of TSA is security oversight of the Nation's highways and highway-related transport systems. One objective of this program is to improve security for operators and passengers by providing bus security enhancements and training to eligible applicants. One of the goals is to promote security awareness and enhancements in over-the-road buses that are used in intercity fixed-route service as well as other services, such as charter and tour bus services. These services are an important element of the United States transportation system. Funding under the Intercity Bus Security Program has contributed to the comprehensive transportation security strategy and range of enhancements directed by the President following September 11, 2001.
 - a. Funding Categories. TSA will award grants to successful qualified providers in the following program categories:
 - (1) Vehicle specific security enhancements, such as, but not limited to, protecting or isolating the driver, alarms, security mirrors, etc. Examples are listed below.
 - (a) Driver shield installation that would block off the driver from the passengers: This device would be clear plastic and help prevent driver assaults and tampering with bus controls.
 - (b) Early warning device alarm system: A sensor device that would alert the driver if someone were to advance up to or approach the driver from a specific point on the bus. In most cases, a sensor will be placed right behind the driver in the aisle and when triggered by a person or object, would send a message or alert to the driver.
 - (c) Security mirrors: Installation of mirrors in specific places to assist the driver to view and monitor passengers. Video equipment could also be hidden behind certain mirrors as a surveillance measure.
 - (2) Monitoring, tracking, and communication technologies for over-the-road buses. A few examples are listed below.
 - (a) Global Positioning Satellite (GPS): This location system can be used to track your fleet and pinpoint a bus location.
 - (b) Cellular phones: These devices will come with built in GPS locators in the near future and can be used as a direct link from bus operator to dispatch or a facility. They can also be programmed to contact local law enforcement or response personnel in and emergency.
 - (c) Closed Circuit Television (CCTV): Installation of cameras and television equipment to be used to monitor a bus or facility.
 - (3) Implementation and operation of passenger and baggage screening programs at terminals and over-the road buses. A few examples are listed below.

- (a) Screening Equipment: Wands, metal detectors, and/or other screening equipment (including access door locks and computer equipment for ticketing passengers in conjunction with the screening of passengers).
 - (b) Training on screening techniques: Passive screening using acute observation techniques. Could also include training employees to use equipment and conduct procedures.
- (4) Development of an effective security assessment/security plan that identifies critical security needs and vulnerabilities. Examples are listed below, but not limited to:
 - (a) Hiring a consultant/security consultant to conduct a vulnerability assessment.
 - (b) Providing education (course/workshops/seminars) for management to assist in developing a security assessment or security plan.
- (5) Training for drivers, dispatchers, ticket agents, and other personnel in recognizing and responding to criminal attacks and terrorist threats, evacuation procedures, passenger screening procedures, and baggage inspection. Examples are listed below, but not limited to:
 - (a) Hiring a security consultant to provide security awareness training to employees and operators.
 - (b) Enrolling employees in security courses to enhance security awareness.
- (6) Facility security enhancements (alteration/renovation – new vice replacement) to terminals, garages and facilities, including but not limited to: fencing, lighting, secured access, locking down of vehicles, and other general securing of bus yards/depots.
- b. Program History. Authority for this grant program was first contained in the Fiscal Year 2002 Supplemental Appropriations Act under Public Law 107-206. This is the second competition under this program.
- c. Authorizing Statute. The Fiscal Year 2004 appropriations for the Department of Homeland Security, Public Law 108-90, provided funding for the Intercity Bus Security Program.

2. Award Information.

- a. Awards under this announcement will be approved as grants. Therefore, no substantial involvement in the work of the award is anticipated by TSA.

- b. All applications are considered as new awards even if the work proposed continues work previously funded.
- c. Fiscal Year 2004 funding available under this announcement is \$9,900,000. Awards are subject to the availability of funds.
- d. In the last Intercity Bus Security Grant Program competitive cycle, 60 awards (67 projects) ranging from \$9,900 to \$5,017,257 were funded.
- e. Awards are expected to have an August, 2004, start date. All projects should be completed within 12 months of the effective date of the grant.

3. Eligibility Information.

a. Eligible Applicants.

(1) Eligible applicants include the following:

- (a) Public and private operators of over-the-road buses. These could include operators of regular routes, charters, tours, and other services, and terminal owners.
- (a) Bus associations.
- (b) Other associations related to the intercity bus industry. This could include transportation industry organizations that have been involved directly with training and technical assistance with an emphasis on security for the intercity bus industry.

(2) Proposals Not Eligible for Funding.

- (a) Proposals that do not comply with the terms of this announcement.
- (a) Proposals from U.S. Government agencies will not be considered.
- (c) Proposals in which there is a real or apparent conflict of interest.
- (d) Proposals from non-U.S. organizations.
- (e) Proposals from local mass transit authorities or companies.

(3) Consultants may prepare applications for an otherwise eligible entity, however, only the eligible entity can actually submit the application and be considered for grant award.

b. Cost Sharing or Matching.

(1) TSA encourages grantees to consider cost sharing of the project costs.

- (2) Cost sharing funds shall be obligated during the project period.
- (3) Cost sharing funds obligated shall be reflected on line 11.f. of each Request for Advance or Reimbursement, SF 270, and on line 10.b of each Financial Status Report, SF 269A.
- (4) Federal funds shall not be used for cost sharing.
- (5) Cost sharing funds are subject to audit.

c. Other.

- (1) Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this Announcement prior to the award of the grant.
 - (2) Federal employees may not receive funds under these awards.
4. Application and Submission Information. The eligible applicant shall review the application for adherence to the terms of this Announcement, prepare all applicable forms, sign the SF-424, "Application for Federal Assistance," SF-424B, "Assurances – Non-Construction Programs," SF-LLL, "Disclosure of Lobbying Activities," Transportation Security Administration Certifications for Federal Assistance, and the Sample Cost Share Commitment Letter (if applicable), and submit the application package by the closing date for inclusion in the national competition.
- a. Address to Request Application Package. Application material and information about the funding opportunity are available on the Internet at <http://www.tsa.gov/public/> under Intercity Bus Security Program. A paper copy of the application forms and instructions may be obtained by calling Elizabeth Dorfman at 571-227-2190 or by sending a written request to Elizabeth Dorfman at the following address:

TSA Headquarters, TSA-8
Maritime and Land Security
Grants/Contracts Management Staff
601 South 12th Street, Room E10-409N
Arlington, VA 22202
 - b. Content and Form of Application Submission. Applicants shall submit one unbound, signed original and 6 rubber-banded or binder-clipped copies of the application and proposal(s). Applicants may submit one application containing one proposal each for multiple projects. When multiple proposals are submitted under a single application, each proposal must not exceed 35 single-spaced pages (including any figures, tables, references, appendices, resumes, etc.), and the type size shall not be smaller than 12 pitch/10 point type; page margins shall be no less than 1 inch from top and bottom, and left and right.

The application (Form A) will not count against the 35-page proposal total. All proposal pages shall be numbered.

(1) Each application (Form A) shall consist of the following items:

- (a) Signed Form SF-424 - Application for Federal Assistance.
- (b) SF-424A - Budget Information, Non-Construction Programs.
- (c) Signed Form SF-424B – Assurances – Non-Construction Programs.
- (d) Signed SF-LLL - Disclosure of Lobbying Activities.
- (e) Signed Transportation Security Administration Certifications for Federal Assistance.
- (f) Indirect Cost Rate Agreement (cover page with name of cognizant agency and date of agreement) (if indirect costs are included in the budget).
- (g) Signed Cost Share Commitment Letter (if cost sharing is offered).

(2) Each proposal shall consist of the following items:

- (a) Technical Proposal (project plan).
- (b) Budget Breakdown (Form B).
- (c) Budget Justification (Form C).
- (d) National Environmental Policy Act (NEPA) Compliance Information (Form D).
- (e) Application Checklist (Form E).

[Note: Forms B (Budget Breakdown), C (Budget Justification), and E (Application Checklist) should be considered worksheets.]

- c. Submission Date and Time. The closing date and time for applications under this Announcement – Wednesday, July 7, 2004, 4:00 PM Eastern Daylight Saving Time (ESDT). See additional details below.

(1) Applications delivered by mail.

- (a) The applicant should mail the application to: Elizabeth Dorfman, Grants/Contracts Management Staff, Office of the Chief of Staff, Maritime and Land Security, Transportation Security Administration, TSA Headquarters – East Building, 10th

Floor, TSA-8, 601 South 12th Street, Room E10-409N, Arlington, VA 22202-4220.

- (b) An application received by the Office of Maritime and Land Security after the closing date will not be considered unless it was sent by at least first-class mail no later than 5 calendar days before the closing date or was sent by first-class mail and it was determined by TSA that late receipt was due solely to mishandling after receipt at TSA.
- (c) Proof of mailing consists of a legibly dated U.S. Postal Service (USPS) postmark; a legible mail receipt with the date of mailing stamped by the USPS; or a dated shipping label, invoice, or receipt from a commercial carrier. A private metered postmark will not be considered as proof of mailing.

NOTE: The USPS does not always provide a dated postmark. Before relying on this method, the applicant should check with its local post office.

(2) Applications delivered by hand.

- (a) An application that is hand delivered shall be taken to the Transportation Security Administration Headquarters, Office of Maritime and Land Security, Grants/Contracts Management Staff, East Tower, 601 South 12th Street, Arlington, VA 22202. You must request that the guard on duty call 571-227-2190 for pick-up. The guards on duty will neither accept nor sign for the applications. Hand delivered applications will be accepted by the Grants/Contracts Management Staff between 8:30 AM and 4:00 PM (EDST) daily, except Saturdays, Sundays, and Federal holidays.
- (b) An application that is hand delivered will not be accepted by the Office of Maritime and Land Security after 4:00 PM (EDST) on the closing date.

An application that does not meet the delivery requirements above will not be considered for funding.

TSA cannot currently accommodate transmission of applications by facsimile or through other electronic media. Therefore, applications transmitted to TSA electronically will not be accepted regardless of date or time of submission and time of receipt.

- d. Intergovernmental Review. This program is not covered under Executive Order 12372, "Intergovernmental Review of Federal Programs."
- e. TSA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for projects being considered for Federal funding. The purpose of the NEPA review is to weigh the impacts of major Federal actions (such as security enhancements) on elements such as adjacent communities, water supplies,

historical buildings or culturally sensitive areas prior to construction. Consequently, applicants may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, and any environmental concerns that may exist. Results of the NEPA Compliance Review could result in a project not being approved for funding.

- f. **Funding Restrictions.** Award recipients must comply with Appendix A, General Terms and Conditions. Cost principles applicable to the awards are Office of Management and Budget (OMB) Circular No. A-21 for institutions of higher education, with OMB Circular No. A-87 for State and local governments, with OMB Circular No. A-122 for nonprofit organizations, and with 48 CFR Part 31 for commercial organizations. The following costs will not be eligible for funding under this program:

- (1) Personnel costs.
- (2) Maintenance costs.
- (3) Purchase of additional buses.
- (4) Monthly service charges.
- (5) Reimbursement of security investments/enhancements incurred prior to the grants award budget period.
- (6) Administrative costs.

- g. **Other Submission Requirements.**

- (1) Application for Federal Assistance, Standard Form (SF) 424.

Use the SF 424 as the cover sheet for the application. The Catalog for Federal Domestic Assistance (CFDA) number is 97.057 and the program title is Intercity Bus Security Program.

- (2) Cost Share Commitment Letter (if cost sharing is offered). The applicant shall provide a cost-sharing agreement (letter) signed by an official authorized to commit applicant to a cost share or a third party, in-kind contribution signed by an official authorized to commit the third party. (See sample Cost Share Commitment Letter.)
- (3) Certifications for Federal Assistance. The authorized certifying official of the applicant shall sign the required Certifications. Include this form with the original application only.
- (4) Proposals. Applicants may submit one application containing one proposal each for multiple projects. When multiple projects are submitted under a single application, each project must have a separate proposal. Each proposal shall consist of the following elements:

- (a) Title: Concise but descriptive.
- (b) Applicant: Provide organizational name; organizational unit; street address; and city, state, zip code.
- (c) Applicant Data Universal Numbering System (DUNS) Number: An applicant may obtain a Data Universal Numbering System (DUNS) number by contacting Dun & Bradstreet at 1-888-814-1435 or register online at <http://www.dnb.com>. Applicants are encouraged to obtain this number, if they do not already have one, as soon as possible.
- (d) Authorized Organization Representative: Name, Title, Telephone Number, FAX number, Email Address
- (e) Total Project Cost: Provide total Federal amount and total non-federal amount.
- (f) Project Period: Not to exceed 12 months.
- (g) Project Director: Provide name, company/organization, email address, and telephone number, FAX number.
- (h) Abstract: The abstract shall be no longer than one single-spaced page and must at a minimum include the following items:
 - 1 Funding Category as listed in Section 1.a. of this Announcement.
 - 2 Identification of the problem/need.
 - 3 Summary of the approach to solve the problem/need.
 - 4 Project objectives and anticipated results.
 - 5 Executive summary of the project.
- (i) Project Information:
 - 1 Type of Operations.
 - 2 Area of Operations (State/Regional).
 - 3 Number of Passengers (Annually):
 - a Over-the-Road Operations.
 - b Charter Operations.
 - c Commuter Operations.

- d Other Operations. (Please Identify Type of Operation.)
 - i. Number of Passengers (Annually).
 - 4 Number of Buses Owned/Leased/Operated:
 - a Over-the-Road Operations.
 - b Charter Operations.
 - c Commuter Operations.
 - d Other Operations. (Please Identify Type of Operation.)
 - 5 Number of Employees:
 - a Operators
 - b Support (Administration, Management, Mechanics).
 - 6 Description of Operation: (Relate to any proposed project where applicable.)
 - a Number of terminals/facilities (if any) affected by the project(s). Provide name, location, and hours of operation.
 - b Passenger through-put (traffic data) for each terminal.
 - c Does terminal service multiple operations? (Over-the-Road, charter, transit, etc.)
 - d Does terminal service multiple bus companies? (If so, please list.)
 - 7 Did you receive an Over-the-Road Bus grant previously?
 - 8 Identify vulnerabilities.
 - 9 Identify Mitigation Strategies to be accomplished by this grant.
 - 10 Technical plans, proposal, or specifications for the project.
 - 11 Provide chart showing milestones and target dates for completion.
- (j) Biographical Summary of Key Personnel: Provide a brief biographical summary or resume of key personnel summarizing experience directly related to the proposed project. The biographical summary should not exceed one page.

(k) Proposed Budget: If more than one task or location is proposed under this project, the budget should include a breakdown of costs by task/location. Personnel costs are not eligible for funding under this program. The proposed budget shall be prepared in the following order and must include the amount proposed for each of the following items:

- 1 Equipment. Show the cost of all special-purpose equipment necessary for achieving the objectives of the project. "Special-purpose equipment" means scientific equipment having a useful life of more than 1 year and having an acquisition cost of \$5,000 or more per item. Each item should be itemized and include a full justification. (General purpose equipment must be purchased from the applicant's operating funds.)
- 2 Supplies. Enter the cost for all tangible property. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item, which represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials required for each and show costs separately from the other items.
- 3 Services or Consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, the quoted rate per day or hour, and information about the competition or the reason the sub-recipient should be selected without competition. If known, state whether the consultant's rate is the same as s/he has received for similar services or under government contracts or assistance awards.
- 4 Travel. State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for use of applicant-owned vehicles or vehicle rental costs).
- 5 Audits. The fair share of the cost of the single audit is an allowable cost provided that the audit was conducted in accordance with the requirements of OMB Circular A-133, the OMB Circular A-133 Compliance Supplement, and Government Auditing Standards.
- 6 Other direct costs. Itemize the different types of costs not included elsewhere; such as, shipping, computing, equipment – use charges, or other services. Provide breakdowns showing how the cost was estimated; for example, computer time should show the type of computer, estimated time of use, and the established rates.
- 7 Total direct cost. Total items 1 – 6.

8 Indirect costs. Show the Federally approved indirect cost rate, cost base, and proposed amount for allowable indirect costs based on the cost principles applicable to the applicant's organization.

9 Amounts proposed. Total items 7 and 8.

10 Total project cost. Total Federal and non-Federal amounts.

(l) Significance of the project: Include a discussion of the urgency of addressing the specific problem/need identified, the significant contributions the project will make to enhance national security, and the impact of not implementing the proposed measures.

(m) NEPA Compliance Information. Complete the NEPA Form D provided with the application. Answer each of the 11 questions and provide information to support each answer.

5. Application Review Information. Applications will be initially screened for overall eligibility, completeness, and conformance with the requirements of the Announcement package. Non-responsive applications will not be considered. The applicant will be promptly notified in writing with the reason(s) why the application was found non-responsive.

a. Evaluation Criteria. Applications will be reviewed for merit based on the following criteria. Each criterion (factor) will carry equal importance in the evaluation.

(1) **Relevance and importance.** This factor considers the relevance and importance of the proposed activities as they relate to the grant program. This factor also considers the extent to which vulnerabilities/criticality/risk in operations and infrastructure have been identified and how this risk will be addressed by the proposal.

(2) **Technical quality of the proposal.** This factor considers the technical merit of the proposed approach and the probability of achieving positive results within the designated period.

(a) Proposed schedule is reasonable;

(b) Methodology is realistic; and

(c) High probability of successful implementation.

(3) **Competence of the project team to perform the work.** This factor considers key personnel qualifications to adequately enhance system-wide security.

(4) **Appropriateness and reasonableness of the budget.** This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

- (a) Proposed cost/request for funding is realistic compared to the proposed solution;
 - (b) Cost sharing for the proposed project; and
 - (c) Cost effectiveness of the proposed project.
 - (5) **Corporate experience and capability.** This factor considers the applicant's experience and capability related to intercity bus transportation services.
 - (a) Organizational structure;
 - (b) Corporate facilities and equipment; and
 - (c) History of the organization contributing to the development and expertise of this requirement.
 - b. **Review and Selection Process.** Each proposal, which meets the requirements of this Announcement, will be evaluated through a formal National Review Panel (NRP). At a minimum, Federal employees from the Transportation Security Administration and Federal Motor Carrier Safety Administration will make up the NRP. The NRP will evaluate proposals in accordance with the five criteria listed above. Proposals recommended for funding will be forwarded to the Administrator, Transportation Security Administration, for approval. Final selection will be based on availability of funds, the applicant's prior performance, and as needed, equitable geographic distribution and equitable balance of project types. Other considerations may include funding distribution for each program category, program goals and objectives, National Environmental Policy Act review results, and the best interests of the Government. Awards will be made directly to the eligible applicants submitting the proposal.
 - c. **Anticipated Announcement and Award Dates.** We anticipate that awards will be approved within 120 days of the application deadline.
6. **Award Administration Information.**
- a. **Award Notices.** A TSA official will notify applicants concerning selection for funding. The Grants Officer will provide to successful applicants an initial notice of award, which will be followed by any necessary negotiations and modifications to the award. Unsuccessful applications will be held and then destroyed by TSA one year after notification has been made to successful applicants.
 - b. **Administrative and National Policy Requirements.** Awards will be administered in accordance with applicable OMB Circulars and guidance or Department of Transportation (DOT) grant related regulations, which include 49 CFR Parts 17-21, 26, 29, and 32. DOT regulations may be superseded by corresponding or applicable new regulations issued by the Department of Homeland Security.

- c. Reporting. Reports will be required in accordance with the terms and conditions of the award. The following chart illustrates general reporting requirements.

Report	No. of Copies	Destination	Due Date
Quarterly Progress Report	Original + 2 copies	TSA Program Manager	Last day of the month following completion of the calendar quarter
Final Project Report	Original + 2 copies	TSA Program Manager	Within 60 days after completion of the project
Final SF-269A, "Financial Status Report"	Original + 2 copies	TSA Program Manager	Within 90 days after completion of the project

7. Contacts. For further information about this Announcement, contact Ms. Elizabeth Dorfman, Transportation Security Administration, Office of Maritime and Land Security, 601 South 12th Street, Arlington, Virginia 22202, (571) 227-2190, E-Mail Elizabeth.Dorfman@dhs.gov.
8. Other Information.
 - a. This is the second annual request for applications under the Intercity Bus Security Program. Future funding will be dependent upon appropriations from Congress.
 - b. Information about this funding opportunity is available through the TSA Internet site at <http://www.tsa.gov> under Industry Partners (select Maritime and Land Security Grants, then Intercity Bus Security Grants) and at <http://www.fedgrants.gov>.
 - c. TSA considers that information submitted by applicants in response to Program Categories 3 and 4 will be protected as "Sensitive Security Information" or SSI pursuant to 49 U.S.C. § 114(s) and 49 C.F.R. § 1520.7(k). Once this information is designated as SSI, TSA will not publicly release it in response to a Freedom of Information Act (FOIA) request or otherwise, pursuant to 5 U.S.C. § 552 (b)(3) and 49 C.F.R. § 1520.3(a). All applications must be marked with the following legend upon submission:

WARNING: THIS DOCUMENT CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER THE PROVISIONS OF 49 CFR PART 1520. NO PART OF THIS DOCUMENT MAY BE RELEASED WITHOUT THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION, WASHINGTON DC. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTY OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC AVAILABILITY IS DETERMINED UNDER 5 U.S.C. 552.

- d. The TSA is not obligated to make any award as a result of this Announcement. The TSA will obligate funds through an award signed by the Grants Officer. Please note that the Government is not liable for any costs incurred prior to the signing of an award by the Grants Officer. TSA will provide full or partial funding for selected projects based upon comments received from the evaluators and program manager. TSA encourages

applicants to cost share proposed costs. All projects should be completed within 12 months of the effective date of the grant.

e. Definitions.

- (1) Alteration and Renovation means work required to change the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it may be more effectively used for improvements, conversion, rehabilitation, remodeling, or modernization, but is distinguished from construction and large-scale permanent improvements.
- (2) Budget Period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.
- (3) Charter means one or more buses “chartered” by an affinity group for a specific event. Typically a charter is for one day, but can last several days.
- (4) Cost Sharing means that portion of allowable project costs not borne by the Federal Government, including the value of in-kind contributions. Cash and in-kind contributions that are included in the budget of an award must be valued in accordance with the applicable administrative requirements and are subject to the appropriate cost principles.
- (5) Grantee means the organization designated in the grant award document as the responsible legal entity to which a grant is awarded.
- (6) Grants Officer is the sole individual authorized to modify the award document, including terms and conditions, and to obligate Federal funds for the project(s).
- (7) Over-the Road Bus means a vehicle designated for long-distance transportation of passengers, characterized by integral construction with an elevated passenger deck located over a baggage compartment. It is at least 35 feet in length with a capacity of more than 30 passengers.
- (8) Over-the-Road Bus Operator means companies that are engaged in the business of providing over-the-road bus transportation services.
- (9) Project Costs must clearly benefit the project and must be allowable, allocable, and reasonable in accordance with the applicable cost principles.
- (10) Program Manager is the individual designated by TSA who will work with the recipient to ensure that technical requirements, as detailed in the recipient’s proposal are being met. The Program Manager’s responsibilities include, but are not limited to, providing technical guidance on the project, resolving recipient questions about TSA technical standards, and coordinating schedules, project objectives, and exchange of

materials. The Program Manager is Dan Commiato, Passenger Security, Maritime and Land Security, TSA.

- (11) Project Director is the individual designated by the award recipient responsible for the technical direction of the project. The Project Director cannot be changed or become substantially less involved than indicated in the approved proposal without prior written agreement of the Grants Officer.
 - (12) Project Period means the total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.
 - (13) Regular Route means bus carriers that operate on a published set schedule.
 - (14) Tour means bus operators that transport a group of people with a set itinerary of places/events they will attend, usually lasting from one to 14 days.
 - (15) Vulnerability Assessment means the process that analyzes current and potential security measures against a series of threat scenarios. The analysis uses a relative measure of risk associated with the threat (i.e., threat likelihood, vulnerability and the consequences of a successful attack).
- f. Freedom of Information Act (FOIA) Disclosure. The FOIA, 5 U.S.C. 552, sets forth requirements to make material, information, and federal records publicly available. However, information submitted by grant applicants under the Intercity Bus Security Grant Program will be considered “Sensitive Security Information” for FOIA purposes. Information on the “Sensitive Security Information” FOIA category is contained in 49 CFR Part 1520, published in the 22 February 2002 *Federal Register* (67 FR 8340). Applications may also contain “trade secret and commercial or financial information” which would not be publicly released under Exemption (b)(4). TSA will not publicly release information in the application in response to a FOIA request or otherwise, pursuant to 5 U.S.C. § 552(b)(3) and 49 C.F.R. § 1520.3(a). TSA will publicly release only the identity of the grant recipient, the amount of the grant, and the address.